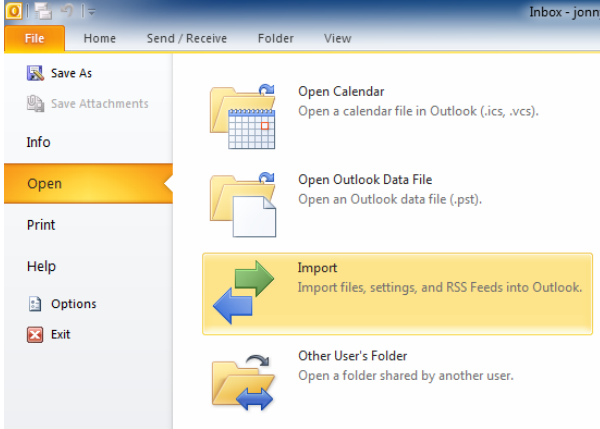


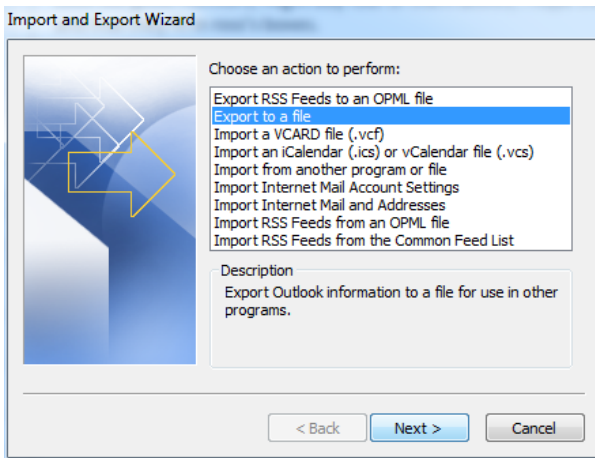
# Create a .pst file

**i** All of our users are now on Office 365 where there mailbox limits are 50Gb. Office 365 users should not need to create .pst files and are strongly discouraged from doing so.

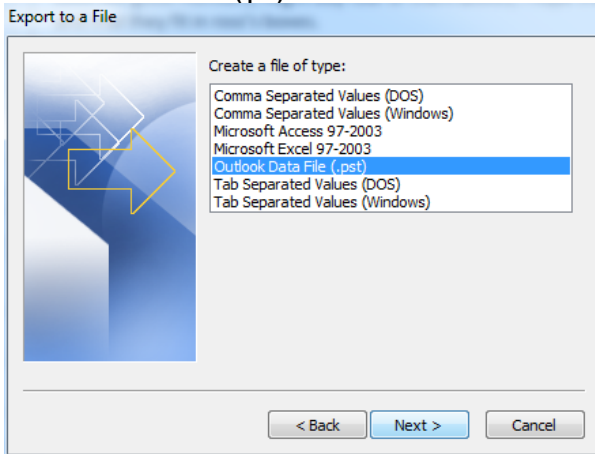
1. Click **File**, **Open**, and then **Import** to start the **Import and Export Wizard**.



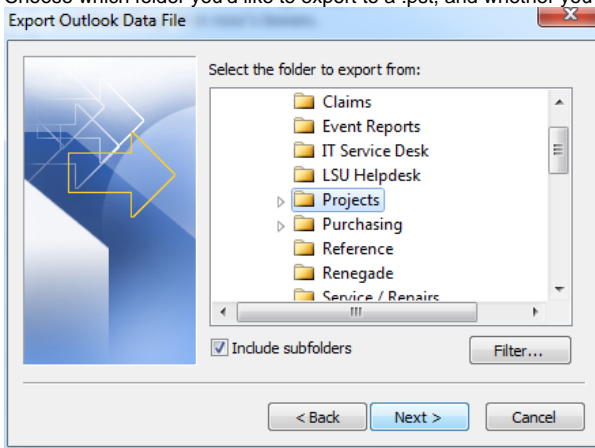
2. Select **Export to a file** and click **Next**



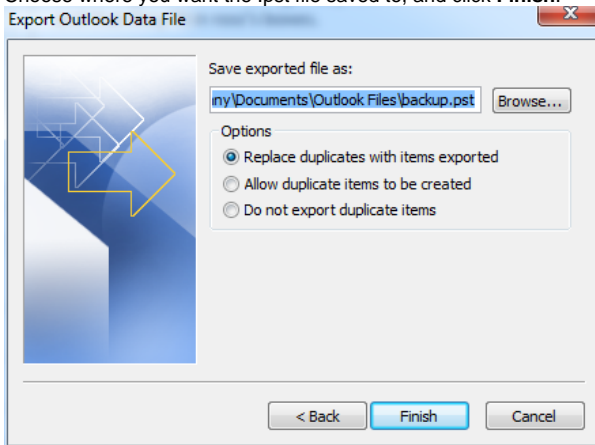
3. Select **Outlook Data File (.pst)** and click **Next**



4. Choose which folder you'd like to export to a .pst, and whether you'd like subfolders to be exported with it. Then click **Next**.



5. Choose where you want the .pst file saved to, and click **Finish**.



To connect this .pst file back to Outlook at a later date, please see the article called [Open .pst files in Outlook](#).